



**NOTICE OF REGULARLY SCHEDULED MEETING
CITY OF MISHAWAKA, BOARD OF PARKS & RECREATION
MARCH 9, 2020 | 4:30 P.M.
BATTELL CENTER AUDITORIUM
904 NORTH MAIN STREET, MISHAWAKA, IN 46545**

BOARD MEMBERS

John Coppens, President
Mike P. Faulkner, Vice President
Carolyn A. Teeter, Secretary
Tony Violi, Member
Pat Hahn, Member
Naomi Rea, Member

The City of Mishawaka acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, and amanuenses) for participation in or access to City sponsored public programs, services and/or meetings, the City requests that individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service and/or meeting. To make arrangements, contact Susan Kile, ADA Coordinator, at (574) 258-1615.

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approval of Meeting Minutes
 - February 24, 2020
4. Old Business
 - None at this time.
5. New Business
 - Approval of Surplus Items at Merrifield Complex
 - Approval of Docket/Claims
6. Director's Reports
 - Steven Gleissner, Recreation & Facilities Director
 - Clare Kopec, Community Center Director
 - George Fowler, Superintendent of Golf Maintenance
 - Drew Roop, Director of Golf Operations
 - Brittni Gendron, Special Events & Activities Director
 - Andi Lemna, Director of Aquatics/Ice Rink
 - Jake Crawford, Landscape/Urban Forestry Director
7. Central Services Report
8. Police Department Report
9. Superintendent Report
10. Open Floor - Public Questions/Comments
11. Call for Adjournment

**CITY OF MISHAWAKA, BOARD OF PARKS & RECREATION
MINUTES OF THE MEETING**

DATE: February 24, 2020
TIME: 4:30 p.m.
PLACE: Battell Center Auditorium
PRESENT: John Coppens, Michael P. Faulkner, Tony Violi, Pat Hahn, Naomi Rea
NOT PRESENT: Carolyn A. Teeter
ALSO PRESENT: Phil Blasko, Yvonne Teeter, John Roggeman

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Board President, John Coppens, called the regularly scheduled meeting to order at 4:30 p.m. The Pledge of Allegiance was led by Pat Hahn. Mr. Coppens called for a motion to approve the minutes of the February 24, 2020 Park Board Meeting. Mr. Violi moved to approve the minutes as presented. Mr. Hahn seconded the motion. The motion carried unanimously.

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OLD BUSINESS:

None at this time.

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NEW BUSINESS:

Mr. Blasko requested the Board approve the new glow in the park fee. Mr. Violi moved to approve the request and Mrs. Rea second it. The motion carried unanimously.

Ms. Teeter requested the Board approve for payment the following claim docket(s):

<u>Docket #</u>	<u>Amount</u>
2020-76	\$10,511.58

Mr. Violi moved to approve the claims as presented and Mr. Hahn seconded it. The motion carried unanimously.

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DIRECTOR'S REPORTS:

None at this time.

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CENTRAL SERVICES' REPORT:

None at this time.

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POLICE DEPARTMENT REPORT:

None at this time.

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SUPERINTENDENT REPORT:

Mr. Blasko shared with the Board the Daddy Daughter/Mother Son Dances are being held Friday and Saturday at the Battell Center.

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OPEN FORUM:

Mr. Coppens called for additional questions and/or comments from those in attendance. There were none.

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ADJOURNMENT:

As there were no further questions or comments to be made, a motion for adjournment was made by Mrs. Rea and seconded by Mr. Violi. The motion carried unanimously. The meeting was adjourned at 4:47 p.m.

Submitted for Approval to the Board

A handwritten signature in black ink, reading "Yvonne Teeter". The signature is written in a cursive, flowing style.

Yvonne Teeter, Office Coordinator
Parks & Recreation Department

Approved:

Carolyn A. Teeter, Board Secretary



CITY OF MISHAWAKA



DAVID A. WOOD, MAYOR

PARKS AND RECREATION DEPARTMENT
ADMINISTRATION OFFICE

Park Board,

I have 13 pairs of skates that are damaged beyond repair that I am requesting you approve for surplus.

Andrea Lemna
Director at Merrifield Complex



CITY OF MISHAWAKA



DAVID A. WOOD, MAYOR

DEPARTMENT OF PARKS & RECREATION
Philip Blasko, Parks Superintendent

Date:	March 9, 2020				
To:	Park Board				
From:	Philip Blasko				
Re:	Claims Docket				
<u>Docket Number</u>		<u>Amount</u>			
92		\$ 119.80			
95		\$ 54,007.09			
96		\$ 1,200.00			
		<u>\$55,326.89</u>			



CITY OF MISHAWAKA



DAVID A. WOOD, MAYOR

PARKS AND RECREATION DEPARTMENT

Recreation Director's Report December 2019 – February 2020

On January 19 the winter sports skills clinics began with t-ball. Clinics were held at Mishawaka High School on Sunday afternoons and covered fundamentals and drills for kids ages 3-8. Following three dates of t-ball clinics, three dates of basketball clinics were also held at Mishawaka High School. Seventy-nine kids participated in the t-ball clinics and one hundred and six kids participated in the basketball clinics. Sixty-nine kids are currently participating in the soccer clinics running here at the Battell Center on Sunday afternoons.

The adult co-ed volleyball league began its third season on January 22. There are twelve teams in the league this season. Games played at Emmon's Elementary School and LaSalle Elementary School will run until March 25.

A lack of snow kept George Wilson Park closed for tubing through all of December and much of January. The first day open for tubing was January 20. The tubing hill was open a total of 10 days this season. With the lack of snow and on warmer weekends, cashiers collected admissions for disc golf throughout the winter. In the coming weeks the disc golf course will be switched back to its summer layout and cashiers will be scheduled on a regular basis.

George Wilson Park									
	2012	2013	2014	2015	2016	2017	2018	2019	2020
Tubing Revenue (WHAD+TUBE+WHCN)	\$16,183	\$17,879	\$23,391.50	\$16,572.50	\$11,316.50	\$6,291	\$30,487	\$10,965	\$6,271
Disc Golf "Winter course" (WDAD+DISC)								\$273	\$1,383

Program	2017	2018	2019	2020
Winter Clinics (T-ball, Basketball, Soccer)	\$950	\$1,630	\$2,370	\$3,765
Adult Volleyball	\$0	\$600 – 6 teams	\$985 - 10 teams	\$1,440 – 12 teams

Upcoming Programs:

- George Wilson Disc Golf Season/ Doubles tournament April 11
- Senior Softball – April at Henry Frank and Normain Park
- Spring Soccer – April 15 at Twin Branch Park

Respectfully Submitted,
Steven Gleissner, Recreation Director



CITY OF MISHAWAKA



DAVID A. WOOD, MAYOR

PARKS AND RECREATION DEPARTMENT
ADMINISTRATION OFFICE

BATTELL COMMUNITY CENTER December '19 – February '20 Overview

The Youth Soccer Program ran from January 15th – February 22nd with 80 three (3) – eight (8) year old participants. The kids were divided into three (3) leagues, practicing on Wednesday's and Thursday's with games held on Saturday morning's at The Battell Center. The kiddos seemed to really enjoy their time with us learning the basic fundamentals of soccer while making new friends. Adding the 7 and 8 year olds really strengthened the league and increased participation and I plan to continue in 2021.

In addition to sports I had the following Special Events:

-Holiday Fun Night had an impressive turnout of 300+ people. The evening featured a visit from Santa, cookie decorating, button making, ornament crafts, inflatables in the gymnasium and ended with a showing of the movie A Muppets Christmas Carole.

-Annual Holiday Luncheon with Real Services was well attended by the community, department heads, board members, council members and Mayor Wood. Entertainment was provided by the Marian High School Choir.

- Grandparent and Me Series was cohosted by the wonderful Penn Harris Public Library where we read books, danced and crafted all things dinosaurs with the attendees.

-We teamed up with Crossroads Community Church for our first ever Teen Video Game Night on January 24th. The event was free to attend for teenagers 12-18 years old. We had big multiplayer tournaments going on throughout the building including Super Mario Kart on the big Auditorium Screen, board games, snacks and prizes. We've got lots of teen nights planned for 2020.

- Our Daddy Daughter/Mother Son "LETS GLOW CRAZY" dance was a massive success. Nearly 300 dads and daughters attended Friday night, and 270 mothers and sons on Saturday. The gym was transformed with neon decorations and lights creating an epic black-light affair. The kids enjoyed a DJ, photo booth, cotton candy machine, popcorn machine, button making, face painting, and Kona Ice. I received some awesome feedback from those who attended. Looking forward to our next dances in August.

Upcoming events we are working on and looking forward to:

- Glow Dodge Ball Teen Night
- Teen Nerf Night
- Youth Volleyball
- Say Yes to the Prom Dress
- Mom & Mini Day Party
- Fam-Fam Sale



CITY OF MISHAWAKA



DAVID A. WOOD, MAYOR

PARKS AND RECREATION DEPARTMENT
ADMINISTRATION OFFICE

Golf Course Maintenance January '20 – March '20 Overview

The winter maintenance of equipment and vehicles was the focus of Golf Maintenance during this quarter. All mowers and prime movers were serviced and cutting units were rebuilt and sharpened. Golf course features were repaired and painted, also supplies were ordered for the coming season.

A new fairway mower and rough mower were approved for purchase and will be delivered by April. Trade-in value of two 2012 models was included in the purchase. Formal quote packets were compiled for the purchase of this years turf chemicals and fertilizers. These packets were mailed out to local vendors.

EBMT	Jan '19 – March '19	Jan '20 – March '20
Seasonal Employees	\$915.00	0
Golf Course Supplies	\$8,500.00	\$8120.44

Some tasks we are working on and looking forward to are:

- Clean-up of winter debris
- Brush removal from riverbank on holes 1,2,6,12,3,13, and 17
- Tree removal at several locations
- Stump removal at different areas of the course
- Repairing bridge crossing adjacent to 16 forward tee
- Improvements to the number 9 tee area

George Fowler
Golf Course Superintendent



CITY OF MISHAWAKA



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PARKS AND RECREATION DEPARTMENT
ADMINISTRATION OFFICE

Eberhart Pro Shop December '19 – February '20 Overview

We have purchased new point of sale for the golf operation. The new software is cloud based and after researching the market this was the best fit. Chronogolf is the company we went with and we expect it to be far more reliable with easy to use tools for our staff and customers. This year's winter has been relatively calm and we are very optimistic for the 2020 golf season.

December '18-February '19 vs December '18-February '19

	Dec. '18 – Feb. '19		Dec. '19 – Feb. '20	
Employee Expenses				
Revenue	\$1375		\$550.00 (Banquet Hall)	
Expenses				
Passes Sold				

- Upcoming events:
- 7 banquets are on the schedule so far for 2020
 - 8 outings have committed to us for 2020
 - 11 leagues have confirmed their return for this season
 - Working daily on the new software inputting data and events with the expectation to go live on March 15th.



CITY OF MISHAWAKA



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PARKS AND RECREATION DEPARTMENT
ADMINISTRATION OFFICE

Special Events and Activities: Brittni Gendron December 2019 – February 2020

In this past quarter I had one event – Winterfest. The event went smoothly. We had beautiful winter weather. We had pictures with Santa, a live reindeer, live music, hot cocoa, cookies, and more. This year we had more community involvement. Volunteers from Bethel Soccer, Oak Creek Community Church, Gurley Leep, Young Adult Services, and the Mayors Youth Council helped to put on this magical event. We spent the week before the event setting up our Winter Wonderland and Castle Manor. Thanks to the help of our Landscape department and the Young Adults, set-up was mostly completed before the day of the event. As always, this is a fan-favorite.

In this past quarter, I have been working on building the farmers market, putting together the summer concert series, planning for events, meeting with community partners to get ready for the summer, working on Independence Day celebration, and reaching out to potential vendors. I have also put together a StoryWalk (a new program this year), secured a sponsor for our 1K Café, have almost finalized our summer fitness schedule, and got contracts together for our biergarten for the Concert Series. We have continued our advertising with U93 this year, and I have been the point of contact for that endeavor. I assisted with the Frozen Character Skate as a Disney character.

In order to keep up community engagement, I have worked on introducing a Tell A Joke Tuesday spot on our social media. I have been working closely with our new market manager, Lilly, on ways we can promote the Farmers Market on social media more than we have in the past.

For the Farmers Market, we have 10 confirmed and paid season vendors, which is 7 more than we had at this time last year. Lilly and I have been working on adding themed programming, a mascot, and a few other fun activities to the market for the summer. Lilly and I will be attending a Farmers Market Training on March 5 to get some more ideas on how to continue to grow our market. The Market will be represented at Unity Garden's growing summit this March as well.

Some upcoming events/programs we are working on and looking forward to are:

- Easter Egg Drop
- Kids to Parks Day
- Mishawaka Farmers Market
- Memorial Day Kids Dash
- StoryWalk



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ADMINISTRATION OFFICE

Merrifield Complex December 2019 – March 2020 Overview

This last quarter consisted of the 2019-2020 Ice Rink Season. We started the season on Saturday, December 7th with our Winterfest celebration. We offered free ice skating to the public and had about 600 people move through the facility in 3 hours. Sunday, December 8th we opened for our public hours. This year we were only open on the weekends to open up week nights for Indiana Youth Hockey League and multiple adult pick-up hockey groups.

We hosted multiple events this season including 2 DJ nights and a Frozen Character skate. We joined Elkhart's outdoor ice rink Frozen Character Skate event to offer the public two different location's and dates to come and get pictures taken with the characters then the opportunity to skate with them. The day we hosted the characters we had 188 patrons pre-register and 66 patrons pay on site the day of the event. It was a successful event for us that brought in a total revenue of \$3,000.

It was an unusual winter with the weather going from freezing temperatures to 50 degrees with sunshine or rain. This caused us to completely lose the Ice during the second week of Christmas break. That was a big hit due to being scheduled to be open everyday while the schools were not in sessions. There were also other days in the season we had to close early due to warm temperatures causing the ice to become too soft to skate. The weather played a role in revenue being lower than the previous season.

We did have a successful season in other ways. We had 100 children and adults register to take Ice Skating lessons with us. We had 84 hours of private rental time for hockey groups as well as school groups. We also added 40 new pairs of rental skates to our inventory to fill in gaps in sizes and styles that we use the most.

This off season we do not have large projects planned. We are going to focus on small items around the facility and preparing it for summer season like planting new grass and fixing/replacing the fencing around the wade pool due to the wood being rotted out.



CITY OF MISHAWAKA



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ADMINISTRATION OFFICE

Summary

The winter we have focused on utilizing the new greenhouse for a wide variety of parks activities. We started an educational landscape & gardening series with Unity Gardens to promote knowledge to the community. We had 270+ people attend over the 2 month series. We started Gardening club with good success. The numbers are not as high as I had hoped but the space is very productive and the members attending are very dedicated. We have grown a wide range of plants and done several activities in the greenhouse including the construction of a hydroponics gardening setup and continuing to build raised garden beds. We have 120 perennial plants growing, 300 geraniums, 30 tropical philodendron, and 24 flats of annuals started at this time with more expected as we draw closer to the spring.

Comparisons

	1 st Quarter 2019	1 st Quarter 2020
Plants	0	0
Mulch	0	0
Equipment	\$1161	1033
Chemicals	0	\$0
Seasonals	0	\$54,000
Volunteer Hours	90 Hours of Labor	128 Hours of Labor

Notable Volunteer Contributions Winter

- Young Adult Services: 12 Students
 - Watering plants in greenhouse
 - Starting seeds and plants
- Mishawaka High School Landscape & Garden Club: 10 Students
 - Starting plants and seeds
 - Plant propagation through cuttings
- Cub Scouts Pack 108
 - Started seeds in greenhouse

Some upcoming events we are working on and looking forward to are:

- Monthly programing in the MEF Community Greenhouse
 - Many community partners
 - Unity Garden Classes
 - Master Gardeners
 - Landscape Staff projects
- Garden Club planting projects in the community
- Keep Mishawaka Beautiful Weekend
 - End of April
 - Several groups involved and targeted on the downtown area and big parks
 - Comcast Cares Day
 - Japanese American Friendship Club cleanup
 - Lippert Work day at Central